



**Le Monde French Immersion Public Charter School
Family Handbook
2019 - 2020**

Table of Contents

WELCOME TO LE MONDE!	4
Office Contact and Mailing Information	4
Philip Neri (Division) Street Address (No Regular Mail)	4
Office and School Hours (Both Locations)	4
Mission Statement.....	5
Non-Discrimination Policy	5
Charter School Description.....	5
Language Immersion Description.....	5
COMMUNICATION BETWEEN HOME AND SCHOOL	5
Communication with Teachers.....	6
Appointments with the Executive Director.....	6
Parent/Teacher Conferences	6
Progress Reports	7
Homework Policy.....	7
Social Media.....	7
Giving Gifts to School Staff.....	7
Emergency Notifications	7
PROCEDURES	8
Arrival and Departure	8
Transportation.....	10
Releasing Students to Adults	10
Absences, Late Arrivals, and Early Departures	10
Leaves of Absence	11
Attendance Policy	11
Severe Weather, School Closures, and Late Openings	12
Additional Programs	12
POLICIES	12
Admissions	12
Babysitting and Private Tutoring.....	12
Celebrations	13
Emergency Preparedness	13
Fire and Life Safety	13
Discipline	14
Harassment, Intimidation, Bullying, and Cyberbullying.....	14
Health and Safety.....	15
Allergies	15
Head Lice.....	15

Illness	15
Injuries at school.....	16
Student Medication	16
Holidays	17
Immunizations.....	17
Nutrition.....	18
Allergies and Special Diets	18
Snack	18
Lunch.....	18
Pets.....	18
School Property	19
Toys, Personal Electronics, and other Distractions	19
Uniforms.....	19
Volunteering and Field Trips	19
Weapons.....	20
Student and Building Security	20
Visiting.....	20

WELCOME TO LE MONDE!

Office Contact and Mailing Information

Le Monde French Immersion Public Charter School
2044 E. Burnside Street
Portland, OR 97214
School Telephone: 503.467.7529
School Website: www.lemondeimmersion.org

Philip Neri (Division) Street Address (No Regular Mail)

2408 SE 16th Avenue
Portland, OR 97214

Office Contacts:

Executive Director for Le Monde Immersion:

Shouka Rezvani: shouka@lemondeimmersion.org

Director of Student Support:

C. David Maxey: david@lemondeimmersion.org

Office Manager/Secretary:

Terry Coleman: secretary@lemondeimmersion.org

Office Assistant:

Chris Miller: chris@lemondeimmersion.org

Office and School Hours (Both Locations)

7:30	Before School Care (BECA) begins
8:15	Office opens at Burnside (No office at Division)/Doors open to students
8:30	Classes start
3:30-3:45	Dismissal (students not picked up before 3:45 sent to AFCA)
4:00	Office closes at Burnside
6:00	After School Care with Le Monde Programs LLC ends

Any Le Monde student who is not picked up before the end of the 15 minute grace period after school dismissal (i.e., not picked up before 3:45) will be placed in the care of the Aftercare Program (AFCA) of Le Monde Programs LLC. The school will provide the emergency contact information and allergy information of all Le Monde students to the staff of Le Monde Programs LLC, to ensure student safety. By virtue of enrolling at Le Monde, all student parents or guardians are authorizing the release of this information to Le Monde Programs LLC and are authorizing their student to be left in the care of Le Monde Programs LLC and subject to their policies and procedures if their student(s) are not picked up at school on a timely basis.

Mission Statement

Le Monde's mission is to educate students in a French immersion environment that honors the best international academic traditions and develops students who are inquisitive, reflective, communicative, and caring.

Non-Discrimination Policy

Le Monde Immersion does not discriminate on the basis of race, creed, color, national origin, gender, age, marital status, sexual orientation including gender identity, or non-program-related disability in providing access to student education programs, co-curricular activities, and employment opportunities.

Charter School Description

Charter schools are nonsectarian public schools of choice. Publicly-funded and open to all students with no admission testing or screening, each school has a charter, or contract, detailing its program, goals, and methods of assessment. Charter schools operate with increased autonomy in exchange for accountability to the school district that grants the charter.

Language Immersion Description

Immersion is a method of foreign language instruction in which the regular curriculum is taught through the medium of the language. The foreign language is the vehicle for content instruction; it is not the subject of instruction (except in the applicable foreign language class).

COMMUNICATION BETWEEN HOME AND SCHOOL

The Main Office staff is happy to accept your calls and direct your questions between the hours of 8:30am and 4:00pm every day that school is in session. Please recognize that the times 15 minutes before and after student pick up and drop off tend to be the busiest; our office may not be as responsive at those times.

During arrival and dismissal, please refrain from relaying oral messages to teachers and other staff, as they must remain focused on and available to students during these times. You may, however, hand a written note to a staff member at arrival or dismissal.

For families with access to the internet, the school communicates important information through email. Teachers also communicate with families via email and through use of the ClassDojo or other apps (teachers will provide you with sign up information after school starts). In an effort to save postage and paper costs, we primarily use email for all communications. For families that do not have internet access, we will provide hard copies of communications upon request in writing to the Office Manager.

Communication with Teachers

Teachers are available to speak on the phone, respond to emails, and meet with parents outside of class time with an agreed upon appointment. Our teachers generally prefer that you schedule meetings during the day if your teacher is available, so that they do not have to work excessive amounts of overtime. You can expect to receive regular updates on classroom happenings and your student's work throughout the school year. In addition to scheduled conferences, you can arrange additional meetings with teachers to discuss your student's progress.

Please be sure to contact your student's teacher if there are significant changes at home that could affect the emotional life of your student. These changes may be temporary (for example, one parent is away on an extended business trip) or profound (for example, the death of a grandparent). When teachers are informed, they can better support your student.

Please respect teachers' privacy and leisure time and only contact them through the school phone number or email.

Appointments with the Executive Director

If you would like to meet with the Executive Director, please schedule an appointment with her via email (shouka@lemondeimmersion.org) and be sure to include times you can meet and the reason you would like to meet. Our Executive Director's time is often scheduled tightly, so making an appointment will guarantee you will have her full attention for the duration of your meeting.

Parent/Teacher Conferences

Parent/Teacher Conferences are a time for you and your student's teacher to discuss your student's development in school and at home. Conferences take place twice a year and are scheduled by appointment to ensure privacy and sufficient preparation time.

Progress Reports

Progress Reports are sent home at the end of each trimester.

Homework Policy

All homework assigned will be meaningful to the student and be connected to the curriculum. Teachers will advise parents of the number of minutes students should anticipate spending on homework nightly, and parents should plan to give their students that amount of time to work on homework. In middle school the bulk of homework may be completed during study hall. If a student is taking more time to complete an assignment than the allotted time, then parents may stop the student when the allotted time has passed. At Le Monde, we expect all students to read in English and/or French for at least 20 minutes nightly, in addition to any assigned homework if reading is not the assigned homework.

Social Media

While you are invited to like and follow Le Monde on Facebook, it is the policy of Le Monde that individual staff members do not engage with currently enrolled families on social networking websites, unless such engagement preceded employment with Le Monde.

Giving Gifts to School Staff

School staff members are public employees, and as such, are subject to the Oregon state ethics laws. Oregon ethics law (Chapter 244) states that public employees may not accept gifts with a value greater than \$50.00. This limit applies to groups of people with a common interest. Therefore, families in the same classroom (or with any other similar interest applied to a staff member) may not combine their resources to purchase or make a gift valued at more than \$50.00. This law was enacted to ensure that members of the public (our families and students) are treated equally and that no one has or might be perceived to have special advantages or influence.

As a staff we look forward to and are grateful for our community's generosity. Token gifts, cards, and appreciations are valued and welcomed. While the ethics law exists to prevent real or perceived unequal treatment of the public (students and families), it also serves to lessen disparities in gift giving between classrooms and alleviate pressure on families to participate. With this policy, we seek to ensure equity and to assuage any feelings of obligation. Those looking to support the school in a more substantial monetary way may donate directly to Le Monde Immersion. Such donations are very much needed and appreciated.

Emergency Notifications

There may be times when a Le Monde staff member must contact you immediately because of an emergency. It is essential that Le Monde staff have a way of reaching a parent or approved emergency contact by phone at any time during the school day. In addition to

letting the office and/or your student's teacher know when a parent is out of town, please keep your contact information and that of your emergency contacts on file in the office updated at all times.

PROCEDURES

Arrival and Departure

The procedures laid out in this section are for arrival and departure taking place inside the school.

BURNSIDE Drop – off:

Students may enter the building from two different locations, depending on mode of arrival. (Please note that teachers with doors opening directly outside may provide you with different instructions.)

- **If walking or biking:** students who walk or bike to school will use the entrance in the small staff-only parking lot A located on the Burnside side of the building. The door will open for students at 8:15 am and remain open until 8:30 am. Adults will be expected to walk their student to a staff member at parking lot A entrance, but not to enter the building. Staff members will help to ensure that all students arrive at their assigned classrooms.
- **If dropping off from your car: traffic in parking lot B moves in one direction, with E Burnside as the entrance and SE Ankeny as the exit.** The drop off lane is for adults dropping off their student from the car. Adults are responsible for ensuring their student enters the building and is greeted by a staff member before moving on. The vehicle should continue in the drop-off lane and exit the parking lot at SE Ankeny. ***Adults who are dropping-off should not leave their vehicle. You may not park in any school parking lot during drop off. Please do NOT turn into the drop off parking lot going west on Burnside.***
- **Extra time needed for drop-off:** if you anticipate a longer amount of time to drop-off your student, please find parking in the neighborhood and walk your student to the parking lot A entrance, noting that there is a sidewalk next to the building on the gas station side.

DIVISION Drop-off: The Division street location has one entrance, which is at the far end of the building closest to Division street. Please enter and exit the school only from that one entrance. **In order to reduce congestion, please only enter the Philip Neri/Division campus from SE Tamarack Avenue, and exit via SE 16th Street. Please do not enter the parking lot from SE 16th Street, at drop off or pick up.**

All Le Monde students should enter the building alone after being dropped off at the entrance by a parent. Saying a brief and loving farewell outside the school building:

- conveys confidence in your student's school experience;
- supports independence;
- minimizes the congestion for the facility;
- demonstrates respect for the classroom environment, teacher, and student; and
- ensures a timely start to each day.

After saying goodbye, students enter the school, walk to their classroom, put away their belongings, and greet their teacher(s) independently. If you are interested in scheduling a time to visit your student's classroom as a volunteer or observer, please contact the teacher in advance to request to do so. It is within the teacher's or Executive Director's discretion whether or not to allow volunteers or observers. Drop in visits, even during out of classroom times such as recess, are against school policy without advance notice and approval from the teacher or Executive Director.

Pick - up:

To pick your student up from school, please wait until dismissal time to enter the building. When school doors open at dismissal, please proceed to your child's classroom to meet him or her at the classroom entrance, where the teacher will dismiss the child to your care. Please exit the school grounds in a timely fashion to avoid congestion in the facility. While on school grounds with your student, please help them to behave in a safe and respectful manner, refraining from running and making loud noises.

Please make an appointment if you need to have a lengthy or confidential discussion with your student's teacher. Drop off and pick up are often the busiest time for teachers as they help students transition into and out of school. Please leave the school premises promptly unless you have volunteer responsibilities in the classroom or office; someone may be waiting for your parking space! If you are enjoying social time with other parents, we can recommend a number of coffee shops within walking distance where you can sit and have conversation with your friends and younger students. Please don't use the school property for this purpose, as students and staff members need full access to the building right away for school functioning.

Once you pick up your student, unless you have school-related plans in the building, please leave the building promptly so parking spaces can be made available for another family. School staff uses quiet afternoon time after school for planning, preparation, and meetings.

Parents should not be in the school building during drop-off, and at pick-up should only arrive at dismissal.

Transportation

As an urban school, Le Monde has very limited designated parking. Accordingly, families are encouraged to help lessen the congestion around Le Monde at both locations during arrival and dismissal by carpooling, biking, and using public transportation whenever possible. Le Monde's locations are located within blocks of many bus routes.

If your family drives to and/or from school, please follow all parking regulations so that our relationships with city agencies and our neighbors are not put at risk. As your family establishes a daily routine/schedule, keep in mind that locating a parking spot close to the school may be challenging during arrival and dismissal.

Releasing Students to Adults

Students are only released to parents and adults listed as emergency contacts on the Student Registration Form. Any exceptions to this must be made in writing and given to the office.

Any adult picking up a student from school must be prepared to show photo identification.

Absences, Late Arrivals, and Early Departures

If your student will be absent from or late arriving to school for any reason, please contact the main office as early as possible at attendance@lemondeimmersion.org and also email your student's teacher. Please follow procedures described in 'When to Keep a Student Home' in regard to absences due to illness.

If your student arrives after 8:30 AM, you will need to accompany your student to the desk in the hall to obtain a tardy slip for your student.

If a student must depart early from school, a written request to the main office must be made prior to the planned early departure.

Erratic attendance and/or ongoing tardiness will lead to a conference between parents and the Executive Director.

Leaves of Absence

Any student who is absent from school for 10 consecutive school days automatically will be unenrolled at the end of the 10th day, unless the student is granted a leave of absence that is requested prior to automatic un-enrollment. Reasonable leaves of absence may be granted by the Executive Director for medical reasons related to the student or a member of the student's household, provided that a doctor's note is provided to the school office. To request a leave of absence other than for a medical reason, the student's family must make a written request to the Le Monde Immersion Board prior to automatic un-enrollment through the Executive Director (shouka@lemondeimmersion.org). The Board may grant reasonable leaves after consideration of the facts and circumstances, including but not limited to the voluntary or involuntary nature of the leave and the requested duration of the leave.

Students who are automatically un-enrolled will be compelled to re-apply to the school for admittance if the school determines that there is an available space, and will be subject to regular lottery and waitlist requirements. Students are not admitted to Le Monde after second grade under current policies.

Attendance Policy

Attendance is one of the many benchmarks by which schools are measured. Students who miss too much school not only miss important instructional time, but also become less and less engaged in the classroom community, resulting in an impact on the entire class. Unfortunately it is also the one thing the students themselves rarely have control over. We rely on you, the parents and guardians, to make timeliness and regular attendance an easy skill for your student to master. Le Monde Immersion focuses on responsible attendance as our policy. Illness and family emergencies are always allowable absences, and we prefer that sick students stay home. However, absences that are not due to illness or emergency should be limited to as few as possible. Vacations should be scheduled during regular school breaks and school attendance should be a family priority that you reinforce consistently and enthusiastically for your student.

Ideally absences should not exceed in a given academic year:

K: 18 days

1st: 10 days

2nd through 8th: 9 days

* A partial day absence counts as a full day if the student is gone from the school for more than half the day.

The majority of our students have excellent attendance, and we have been spared many school-wide epidemics of illness due to students staying home when they have a contagious illness. We balance those excused absences with full attendance at other times. We are able to meet Attendance Benchmarks only when you as parents/guardians ensure that healthy students come to school.

In the event of a pending unexcused absence (i.e., a vacation scheduled during school days), please email attendance@lemondeimmersion.org and advise of the absence, as well as the classroom teacher to obtain a list of any work that the student can do while absent.

We measure attendance by “attendance rate” which is the number of days the student has attended divided by the number of days of school. Parents with students whose attendance rate is below 94% will discuss their attendance rate during regularly scheduled parent-teacher conferences.

Severe Weather, School Closures, and Late Openings

Le Monde generally follows Portland Public Schools’ plan for school closures and late openings due to severe weather; however, it reserves the right to vary from PPS policy at its discretion. Le Monde will notify you by an official email to confirm whether or not Le Monde will be open. Before School Care is cancelled when there is a late opening.

Additional Programs

Lost and Found

The Lost and Found is located in the main hall at each location. Unclaimed items will be donated to a local charity or the school’s clothing closet at the end of each month. To prevent items belonging to your student from ending up in the Lost and Found, **mark everything that your student brings or wears to school with his or her name or initials.**

POLICIES

Admissions

The most up-to-date admissions and enrollment information can be located on the school website.

Babysitting and Private Tutoring

It is the policy of Le Monde that classroom teachers do not provide babysitting or private tutoring services to Le Monde families. Assistants may provide babysitting and tutoring services for a Le Monde student if the student is not in the assistant’s classroom or entering the classroom the following year. Interns should not be approached to provide babysitting or tutoring, except that they make arrangements with their host families as approved in the host family guidelines. Tutoring arrangements with employees must be cleared with Executive Director in writing prior to the start of services.

Celebrations

All birthdays are celebrated once monthly in each class. This means that all March birthdays will be celebrated on one designated day in March and so on. All summer birthdays are celebrated on a student's half birthday to ensure that no student is left out. The school will provide a designated treat for all birthdays. Please do not plan to send treats to school for your student's birthday, send balloons, or other presents to your student(s) while at school, because we prefer for all students to have a relatively similar experience while at school.

Emergency Preparedness

Students and staff participate in regular fire, earthquake, and lock-down drills.

In the unlikely event that an emergency at the school makes the school building unsafe to be in, staff and students congregate in the school's parking lot B at the Burnside location, and the parking lot of the Division location. If it is necessary to relocate farther away from the school, we go to the parking lot of Universal Cycles, between 22nd and 23rd off SE Ankeny at the Burnside location, or to the playground of Abernethy School on SE Orange Avenue at the Division location. In the case of an emergency relocation, families are contacted as soon as possible to pick up their student(s). In the event of emergency, the school will try to send emails to families and/or post on Le Monde's official Facebook page.

Fire and Life Safety

Le Monde schedules, at a minimum, fire drills monthly, "drop, cover, hold" (earthquake) drills twice a year, and lockdown drills twice a year. Prior to the first of each kind of drill, students will be educated about the procedures and walked through what the drill entails. Drills are expected to truly prepare students and staff alike for unexpected emergencies, and we often make them more challenging by posing potential additional obstacles (i.e., fire drill with front door "blocked", or while some students are still outside at recess). In this way, we ensure that students are ready to respond and act appropriately when the teacher gives them instructions during a real emergency.

Under no circumstances should a student be removed from the school community during a drill or real emergency without signing out with the teacher or other adult in charge.

In the event of a true emergency, all staff will be performing their assigned tasks related to student safety and there will be no one answering incoming phone calls from parents. Please do not tie up the school's limited phone capacity by calling. If the nature of the emergency requires students to be sent home, families will be contacted as soon as the emergency situation has been safely resolved.

If an emergency situation has occurred and resolved itself within the course of a single school day, a letter summarizing the incident will be sent home and/or emailed before the end of the work day.

Discipline

Le Monde strives to offer a safe and secure environment for all students, families, and staff. Whenever possible, inappropriate behavior is responded to with redirection, natural/logical consequences, guidance towards student-led problem solving, and other positive, non-punitive approaches. Corporal punishment is never used at Le Monde.

Suspension and possible expulsion is used in response to severe and/or repeated behavior that threatens the learning environment and/or the safety of students and staff. A copy of Le Monde's Suspension and Expulsion Policy and Procedure can be obtained from the office.

Harassment, Intimidation, Bullying, and Cyberbullying

Harassment, Intimidation, Bullying, and Cyberbullying are strictly prohibited at Le Monde. These behaviors are defined by ORS 339.351 as any act that:

- substantially interferes with a student's educational benefits, opportunities, or performance;
- takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop;
- has the effect of:
 - physically harming a student or damaging a student's property;
 - knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - creating a hostile educational environment, including interfering with the psychological well-being of a student; and
 - may be based on, but not limited to, the protected class status of a person.

Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.

Cyberbullying means the use of any electronic communication device to harass, intimidate, or bully.

Students and parents are encouraged to contact any staff member to report harassment, intimidation, bullying, and cyberbullying. The Executive Director or another assigned staff member will investigate all reports with the support of other staff members.

Consequences for students who have engaged in harassment, intimidation, bullying, and/or cyberbullying may include, but are not limited to, suspension and possible expulsion.

Health and Safety

Allergies

If a student has an allergy that is life threatening or could require immediate emergency care, that information must be reflected on the Student Medical Information and Release Form prior to a student's first day of school. Parent should be in touch with student's teacher to create an allergy plan. If a student requires an Epi-Pen to be used in the event of an allergic reaction, it along with a Medication Authorization Form must be turned into the office before the student may attend school.

Head Lice

Per the Centers for Disease Control and Prevention (CDC), "Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice." In keeping with what pediatricians have advised us, Le Monde does not do schoolwide lice checks and parents are encouraged to check their students regularly for head lice throughout the academic year. Students found with live lice are excluded from school and must stay home until they have been treated and have no live lice. A student can be readmitted to school after treatment and re-examination for live lice at home. In accordance with the recommendations of the CDC, American Academy of Pediatrics, and National Association of School Nurses, a student with nits only will be allowed in school and parents or guardians should monitor for re-infestation of lice. We do not provide specific notices when lice are found present in a classroom. Instead, we encourage all families to visit the Centers for Disease Control and Prevention website (cdc.gov) and follow their guidelines for the correct way to regularly monitor their students and treat for lice.

Illness

If a student has a fever or shows signs of illness, they are to stay at home. If a student becomes ill at school, a parent or guardian will be contacted to pick up the student.

Le Monde follows the guidelines laid out by [PPS](#) in regards to students attending school after being ill. Please refer to the following table when deciding if a student is well enough to attend school and when it is appropriate for them to return to school.

Symptoms or illness	A student may return to school when one of the following has occurred
· Fever over 100 degrees F	· Temperature remains below 100 degrees for at least 24 hours without the use of fever-reducing medication
· Rash - new or sudden onset	· Rash disappears · Doctor supplies written/phone consent to the main office

<ul style="list-style-type: none"> · Brown, gray, tan, or yellow drainage from any part of the body 	<ul style="list-style-type: none"> · Discharge is gone · Student has been on antibiotics for at least 24 hours AND a doctor supplies written/phone consent to the main office
<ul style="list-style-type: none"> · Vomiting · Diarrhea 	<ul style="list-style-type: none"> · Symptom-free for at least 24 hours
<ul style="list-style-type: none"> · Severe cough 	<ul style="list-style-type: none"> · Symptom-free · Student has been on antibiotics for at least 24 hours AND a doctor supplies written/phone consent to the main office
<ul style="list-style-type: none"> · White, clay-colored, or bloody stool · Yellow skin or eyes · Brown or bloody urine · Stiff neck or headache with fever 	<ul style="list-style-type: none"> · Symptom-free · Doctor supplies written/phone consent to the main office
<ul style="list-style-type: none"> · Unusually sleepy, lethargic, or grumpy 	<ul style="list-style-type: none"> · Symptom-free
<ul style="list-style-type: none"> · Strep throat 	<ul style="list-style-type: none"> · Student has been on antibiotics for at least 24 hours AND a doctor supplies written/phone consent to the main office · Parents contact the main office if no antibiotics have been administered
<ul style="list-style-type: none"> · Chicken Pox 	<ul style="list-style-type: none"> · All blisters have scabbed over
<ul style="list-style-type: none"> · Impetigo · Measles · Mumps · Pink Eye · Rubella · Scabies · Whooping Cough 	<ul style="list-style-type: none"> · Student has been on antibiotics for at least 36 hours

It is very important for parents/guardians to leave a message in the office (attendance@lemondeimmersion.org) and with the student's teacher via email as soon as they know a student will be out sick, so we can mark attendance accordingly. The auto-dial system will be calling the homes of those students who are unaccounted for (generally between 10 am and 11 am) to check on their attendance status.

Injuries at school

If a student is injured at school, staff can administer basic first aid. A parent or legal guardian, and when necessary a medical professional, will be contacted if a student requires more in-depth medical attention.

Student Medication

If a student needs to use any prescription or over-the-counter medication including vitamins, homeopathic remedies, inhalers, and cough drops during school hours, a parent or legal guardian must fill out an Authorization for Medication Administration by School Personnel form. All medications must be in the original packaging and delivered to the office by a parent or legal guardian.

Holidays

While celebrations of religious holidays are not permissible at school, the study of religious holidays may be included in the curriculum as students explore history and culture. Le Monde staff makes every attempt to approach holidays and religious traditions in an objective and sensitive manner.

Immunizations

By the first day of school, each student must have a current Certificate of Immunization Status form or paperwork required for a nonmedical or medical exemption on file at school. To claim a nonmedical exemption, a parent must check the appropriate boxes and sign the back of the Certificate of Immunization Status form, and provide appropriate substantiating documentation as specified on the form. Students who are not up-to-date on their immunizations will be excluded from school on the date required by PPS. To avoid exclusion, it is important to keep your student's school immunization record up-to-date.

In case of an outbreak of vaccine-preventable disease in a community, the county health department has the legal authority to exclude from school any student who has not been appropriately immunized, including students with a religious or medical exemption.

Oregon law requires the following vaccines to have been administered by the time a student enters school:

Vaccine	Number of Doses
Diphtheria/Tetanus/Pertussis (DTaP)	5
Polio	4
Varicella (Chicken Pox)	1
Measles	2
Mumps	1
Rubella	1
Hepatitis B	3
Hepatitis A	2

Nutrition

Allergies and Special Diets

If a student has an allergy, that information must be reflected on the Student Medical Information and Release. **Additionally, please notify the office and your student's classroom teacher if your student has special dietary requirements or allergies.**

Snack

The school does NOT provide a snack. You may pack a snack for your student to enjoy only at the teacher-designated snack time. Soda and candy are prohibited.

Lunch

Families may choose to participate in the school lunch program by purchasing directly from the third-party vendor.

Families who qualify for the federal free/reduced lunch program may fill out the Confidential Family Application for Free or Reduced Meals with the district to receive lunch at a reduced cost or free **and advise Terry** (secretary@lemondeimmersion.org). Families who are deemed to qualify will receive a private communication regarding how to receive a reimbursement from the 3rd party vendor.

If you opt to send your student to school with a sack lunch, please keep the following points in mind when you and your student are preparing the lunch:

- Le Monde places emphasis on nutrition education. Please do not send soda or candy, which are prohibited.
- We do not have the facilities or staffing to refrigerate or heat up individual meals. Please use ice-packs and thermoses when necessary.
- To lessen our contribution to landfills, please use re-sealable containers whenever possible. Where possible, please use containers that your student is able to open alone.

If you wish to join your student at lunch for a special occasion, you may do so at your student's teacher's discretion by making arrangements in advance with your student's teacher. Please do not show up at lunch without advance arrangement, and note that some teachers may refuse to allow lunch visitors.

Pets

Pets are not allowed on school property at any time unless a special visit has been arranged with the classroom teacher. Service animals are welcome.

School Property

If a student damages, defaces, or loses school property, including books, furniture, and classroom materials, s/he must repair or replace the property.

Toys, Personal Electronics, and other Distractions

Please leave toys, personal electronics (cell phones, iPods, video games, etc.) and other distracting items at home. Classroom teachers will communicate procedures for sharing special items from home.

Uniforms

Le Monde's uniform policy is an important element of our insistence on a healthy learning environment for our students. The benefits of uniforms are well established. Uniforms take the competition and complication out of dress; keep the focus in school on learning and self-development, rather than superficial appearance; allow every student at the school to fit in and have a sense of belonging; relieve peer pressure and social anxiety; enhance expectations of themselves and one another in fruitful ways.

All students are required to be in uniform every school day, except on teacher-authorized special days. The detailed uniform policy can be found on the school website.

Volunteering and Field Trips

There are many varied opportunities to volunteer at Le Monde, though typically not in the classroom. Please contact your student's teacher or the Executive Director if you would like to volunteer.

All volunteers who carry out tasks on school-grounds, at recess, or at school-sponsored events where they have responsibility for oversight of students (field trips), are required to have a confirmed clear criminal background check. This is coordinated through the main office and may take a number of weeks to be returned to Le Monde, so please plan accordingly.

If you are serving as an official school chaperone (on a field trip or otherwise), you should not bring any other children or adults with you.

If your student is ill, please do not bring them to school only for a field trip. We understand that students look forward to field trips, but it is important that if they are too ill to attend school, they stay home for field trips scheduled the same day.

If you will need to pick up your student or drop off a student at a field trip because of an appointment, **please make arrangements in this regard with your student's teacher in advance of the day of the field trip.** Whether to allow such picks ups or drop offs during a field trip is within the teacher's discretion. For student safety reasons, there may be times

when it is not possible for your student's teacher to allow a pick up or drop off (for example, if there are not enough adult chaperones for one adult to leave the group to meet your student).

Individuals who are not acting as official chaperones but who elect to go to the same public location where a Le Monde field trip or activity is being conducted must travel to that location on their own, and not with a designated Le Monde driver or on a Le Monde bus.

Weapons

The PPS and Le Monde policy on weapons is clear: Weapons and weapon-related activities are prohibited in the schools, on school grounds, at school activities, and school sponsored activities.

Violation of PPS policy and/or Oregon Laws relating to weapons in schools can result in expulsion.

Student and Building Security

To maintain optimum student safety, all Le Monde entry doors are to remain locked at all times except during pick-up and drop-off times. A staff member will be available at the door anytime it is propped open. During the school day, family and community members will knock on the parking lot B entrance to the building at Burnside, or the entrance at Division, to enter the buildings. Upon entering the building, all visitors must obtain sign in with a hall monitor or at the office before proceeding through the building. No sign-in is required to pick up or drop off students.

Students are not permitted to leave the building at the end of the school day without an adult escort, except for middle school students who have a signed release on file in the office.

Parents or responsible adults must sign students in and out at the front office any time students leave or arrive outside standard pick up or drop off times. Only adults who are listed on student paperwork may sign out a student. If we do not know the adult, we may ask for ID even if they are listed on the paperwork. You can help prevent confusion and delays by emailing the school (to your child's teacher, cc attendance@lemondeimmersion.org) ahead to let us know of any non-standard pick-up arrangements.

Visiting

If you wish to visit your student or your student's classroom during scheduled school hours (including but not limited to lunch or recess), you may do so only by scheduling the visit in advance with your student's teacher or the Executive Director. Drop in visits are prohibited as they can be too disruptive of the learning environment.